

## 2012 St Peter's Staff Usage Guidelines

All staff using school network facilities are expected to adhere to Teacher Protocols and ensure Classroom Guidelines are followed by all students.

### Teacher Protocols

- The School's Computer Network, Online Facilities and Digital Technologies are to be used for educational purposes. Access to personal, financial and recreational facilities is restricted during class learning times
- Only *school appropriate* applications are to be used on school computers.
- Teachers are required to log off /sign off immediately (during teaching time). This applies to Network and Internet applications. Students are not to use a teacher's login under any circumstances.
- Unauthorized school communication / personal opinions on school issues should not be shared via online facilities such as emails, chat rooms, blogs, facebook etc.
- Teacher Communication with students via Social Networking sites is not permitted.
- School email can be used to communicate with parents for educational purposes only.
- All technology use at St Peter's School is in accordance with licencing and copyright agreements. Adherence to copyright includes appropriate transfer and / or permission (download/upload) of various media.
- All equipment borrowed from the DP's Office is to be pre – booked ie recorded in the 'Borrowing Book' and returned when finished.
- All student misdemeanors or inappropriate use must be reported immediately to the ICT Coordinator and / or Principal / Vice Principal.
- The Network Staff Folder ('D' Drive) contains important school information. Teachers are not to modify or delete information in this area.
- Email Inboxes are subject to a quota in which the school incurs a cost. Teachers and students need to delete unwanted Emails in the Inbox, Sent folder and any other folder in this section.
- **Please reduce printing** and paper costs when and where possible – not everything needs to be printed off.

Name

Signature

## 2012 Classroom Guidelines

Please read each point carefully and discuss relevant issues with students.

### Classroom Use

- All Students are to sign a School Network Agreement adhering to rules and set procedures. This agreement is to be used to develop a Classroom Cybersafety Policy which is revised on a regular basis.
- All Computer use needs to have an educational purpose and is stated in Work Programs and Planning Proformas.
- Student Computer Use needs to be timetabled in order to provide equal and fair access to all students.
- Only *school appropriate* applications are to be used on school computers. Students may use computers before school or during wet day/ hot day programs under strict classroom teacher supervision
- Teachers are to oversee all printing – establish *Print Preview* with students.
- Teachers are to monitor and check all student emails during class time.
- All Internet Searches utilise World Book Online (Accessible to every student), FUSE / Connect (former Education Channel Search, Bookmarked Sites and MyClasses (Online Learning Pages). Open ended searches utilising search engines such as Google or Bing need to be pre arranged with the ICT Coordinator.
- Student images are only to be used on computer presentations if parents have provided written consent. Please check Agreement before any use. Agreement Forms should be kept in the classroom.
- Students are not to change any settings on classroom computers - this extends to changing or downloading screensavers or desktops to school computers.
- Laptops and specific Learning areas are shared by a number of classes – please keep this in mind when planning for the use of laptops and use the online booking facility for specific shared areas.

### Maintenance of Classroom Computers / Laptop Trolleys / Digital Equipment

- Computer benches / tables are to be used for computers only. Cluttered work spaces not only make it awkward for students to work – they create a fire hazard! Keep computers and computer area clean (regular dusting)
- Laptops are to be returned to their trolley after use. Power packs should be placed in a tidy and organised manner.
- Students are to carry one laptop at a time in a safe and orderly manner.
- In the case of breakdowns, faults, maintenance – teachers are to inform the ICT Coordinator via Computer Problem Property on the Intranet / MyDesktop Page,
- Students / Teachers do not attempt to fix computers.
- All Computers / equipment is to be turned off at the end of the day
- Computers are not to be moved from designated areas.
- Ensure all laptops are secure either with desktop lock or in cupboard. Please place out of view outside of teaching hours.